

BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

DATE: Tuesday, January 25, 2022

TIME: 5:00 P.M.

PLACE: Board of Selectmen's Meeting Room, 10 Iredale Street, Bridgton

Please join the meeting from your computer, tablet, or smartphone.

<https://www.gotomeet.me/BridgtonMaine/bos>

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1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. January 5, 2022
 - b. January 11, 2022
 - c. January 18, 2022
4. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
5. Committee/Liaison Reports
6. Correspondence, Presentations and Other Pertinent Information
 - a. Request from Bridgton EMA to Meet for Review of EOP, COOP, and the Sheltering Plans
7. Public Hearing at 5:30 P.M.
 - a. To accept oral and written comments on a new Liquor License Application from The Noble House Inn (81 Highland Road)
 - b. To accept oral and written comments on a new Special Amusement Permit Application from The Noble House Inn (81 Highland Road) for live music and entertainment.
8. Action Items Following Public Hearing
 - a. To accept oral and written comments on a new Liquor License Application from The Noble House Inn (81 Highland Road)
 - b. To accept oral and written comments on a new Special Amusement Permit Application from The Noble House Inn (81 Highland Road) for live music and entertainment.
9. New Business
 - a. Awards and Other Administrative Recommendations
 1. Proposed Senior Property Tax Assistance Ordinance
 - b. Permits/Documents Requiring Board Approval
 1. Approval of Town Manager's Contract
 2. Victualer's License to The Noble House Inn
 3. Certificate of Sewer User Rates Commitment #259
 4. Budget Time Line; Deputy Town Manager

- c. Selectmen's Concerns
 - d. Town Manager's Report/Deputy Town Manager's Report
10. Old Business (Board of Selectmen Discussion Only)
- a. Wastewater Status Update
 - b. Pay-Per-Bag Discussion
11. Treasurer's Warrants
12. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
13. Dates for the Next Board of Selectmen's Meetings
January 27, 2022 – Bridgton Recreation Advancement Group (BRAG)
February 8, 2022
February 22, 2022
14. Adjourn

Future Agenda Items:

- 1. Workshop for Review of Committees

**Town Manager's Notes
Board of Selectmen's Meeting
January 25, 2022**

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes

a. January 5, 2022

Suggested motion: Move to approve the January 5th Meeting Minutes.

b. January 11, 2022

Suggested motion: Move to approve the January 11th Meeting Minutes.

c. January 18, 2022

Suggested motion: Move to approve the January 18th Meeting Minutes.

5. Committee/Liaison Reports

6. Correspondence, Presentations and Other Pertinent Information

a. The Emergency Management Director is requesting a workshop with the Board to review the EOP, COOP, and Sheltering Plans under review.

7. Public Hearings (5:30PM) (Note: Open Public Hearing-Anyone wishing to speak in favor; in opposition; offer comments neither for nor against; close Public Hearing)

a. Public Hearing on new Liquor License Application from the Noble House Inn.
(Please refer to your binder)

b. Public Hearing on new Special Amusement Permit Application from the Noble House Inn.

8. Action Items Following Public Hearing

a. ***Suggested motion:*** Move to approve the Liquor License Application from the Noble House Inn.

b. ***Suggested motion:*** Move to approve the Special Amusement Permit Application from the Noble House Inn.

9. New Business

a. Awards and Other Administrative Recommendations

1. In your binder, please find a copy of the draft Senior Property Tax Assistance Ordinance. The Board will consider placing the Ordinance on the Town Meeting Warrant at a future meeting.

Suggested motion: Move to approve the wording of the Senior Property Tax Assistance Ordinance.

b. Permits/Documents Requiring Board Approval

1. A copy of the Town Manager's Contract which was approved by consensus is in your binder for formal approval.

Suggested Motion: Move to approve the Town Manager's Contract.

2. The Noble House Inn has filed for a Victualer's License. It has been approved by the appropriate Department Heads. Please see the approval summary in your binder.

Suggested motion: Move to approve a Victualer's License for the Noble House Inn.

3. Pursuant to 30-A M.R.S. § 3406 (copy of statute in your packet), please refer to Certificate of Commitment of Sewer User Rates: #259 in your packet.

Suggested motion: Move to commit the October 1, 2021, to December 31, 2021, Sewer User Rate Commitment #259 comprising 2 pages totaling \$2,674.42 to the Treasurer for collection.

4. The Deputy Town Manager will discuss a proposed Timeline for Budget Review.

10. Old Business

- a. Wastewater Update
- b. Pay per Bag

Board of Selectmen's Meeting Minutes
January 5, 2022; 5:00 P.M.

Board Members Present: Carmen E. Lone, Chairman; Glenn R. Zaidman, Vice-Chairman; Robert J. McHatton and Paul A. Tworog. Absent: G. Frederick Packard.

Administration Present: Town Manager Robert A. Peabody, Jr.; Deputy Town Manager Georgiann M. Fleck; Community Development Director Linda LaCroix; Deputy Community Development Director Victoria Hill and Police Chief Phil Jones.

Also Present Ordinance Review Committee (ORC) Members: Leonard Rudin, Chairman; Kevin Rayday, Vice Chair; Deb Brusini; and Mary Tworog.

1. Call to Order

Chairman Lone called the meeting to order at 5:00 P.M.

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. Workshop with Ordinance Review Committee

a. Dog Control Ordinance

Discussion ensued between the Board of Selectmen, the Ordinance Review Committee, Department Heads and Management.

Currently there are approximately 100 calls a year regarding dog control.

Selectman McHatton asked if this Ordinance applied to hunting dogs. ORC Member Rudin replied no, they are exempt. Selectman McHatton asked if this Ordinance applied to herd protection dogs? Following discussion it was determined that there is a state law exempting herding dogs for the protection of livestock and/or agriculture from local ordinances.

Section 2.1 "At Large" and Section 5.1 leash restrictions need to be clarified because these two sections seem to be conflicting.

Section 5.1 "downtown limits" needs to be clarified.

Community Development Director LaCroix said a way to resolve this issue would be to consider a dog park.

Selectman Tworog said there is flexibility in the Ordinance regarding penalties. Vice Chairman Zaidman said who sets the fine? Police Chief Jones said it would need to go to court. There is also local jurisdiction to issue summons. Vice Chairman Zaidman said who does the fine go to? ORC Member Rudin said it goes to the State. Police Chief Jones said if it is an Ordinance violation it can come to the Town.

b. Consumer Fireworks Use Ordinance.

Discussion ensued between the Board of Selectmen, the Ordinance Review Committee, Department Heads and Management.

ORC Member Rudin said Legal recommended that the Definition 3.1 "Combustible Material" include gas.

ORC Member Rudin said Section 4.2 "Day and Time of Use" was also clarified. The Board might want to consider a permit if businesses are going to shoot off fireworks. Selectman Zaidman said I am not interested in burdening businesses with another permit process. ORC member Brusini said we could allow an exemption during the week if they get a permit from the Town. Selectman Zaidman said you might want to refer to the State Law. Selectman McHatton asked the Police Chief if there were any problems throughout Town regarding fireworks. Police Chief Jones said if there are issues it is mostly in the Summer but there aren't many.

Chairman Lone said we want to determine if people can shoot fireworks Monday - Thursday with a special permit from the Town of Bridgton. Vice Chairman Zaidman said we also want to take into consideration if a holiday falls on one of the alternate days. ORC Member Brusini said we will discuss this further to see if it is allowable. Deputy Town Manager Fleck said it is best not to include fees in an Ordinance but include the fees in the Fee Schedule which is approved by the Board of Selectmen annually or as needed.

c. Curfew Ordinance

Vice Chairman Zaidman said is there an exception for children working during the curfew hours? Deputy Town Manager Fleck said this exemption as well as others were in the original Ordinance. ORC Member Brusini said it might have been inadvertently omitted and it will be added back in.

Chairman Lone said Definition 2.5 should include guardian.

ORC Member Brusini said we will make the corrections to the Ordinances as discussed and will resubmit to the Board for review and consideration.

4. Adjourn

Chairman Lone adjourned the meeting at 6:23p.m.

Respectfully submitted,

Georgiann M. Fleck
Deputy Town Manager

Board of Selectmen's Meeting Minutes
January 11, 2022; 5:00 P.M.

Board Members Present: Carmen E. Lone, Chairman; Glenn R. Zaidman, Vice-Chairman; Paul A. Tworog; Robert J. McHatton, Sr.
Board Member Absent: G. Frederick Packard
Administration Present: Town Manager Robert A. Peabody, Jr.; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Code Enforcement Officer Brenda Day.

1. Call to Order

Chairman Lone called the meeting to order at 5:00 P.M.

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. Approval of Minutes

a. December 28, 2021

Motion was made by Selectman McHatton for approval of the minutes from the December 28, 2021 Board Meeting; second from Vice-Chairman Zaidman. 4 approve/0 oppose

4. Public Comments on Non-Agenda Items

There were no public comments.

5. Committee/Liaison Reports

Selectman McHatton recommended that the "pay per bag" option be considered by the voters at Annual Town Meeting in June. He asked the Town Manager to put together some financial information to include the cost for small bags and cost for large bags. Recycling Committee Chair Sally Chappell is anxious to have this issue on the June ballot. Selectman McHatton noted that public information begins tonight though on-going discussion at the Select Board level and the Committee will be at the Transfer Station in the spring as well. Selectman McHatton added that advertising campaign funding will be required as well. Consensus of the Board was to direct the Town Manager to gather additional information and contact the campaign company.

6. Correspondence, Presentations and Other Pertinent Information

a. SLR Presentation of Oak Street Project Design and Engineering

P.E. Michael Zarba representing SLR Consulting presented the Oak Street Project Design and reviewed the following costs:



**OAK STREET SIDEWALK IMPROVEMENTS
TOWN OF BRIDGTON, MAINE
SLR PROJECT NO. 143.15272.00009**

Anticipated year of expenditure: **2022**

Base year (cost, if expenditures were in this year): **2021**

Phase of Development: **Preliminary Design**

Item No.	Qty	Unit	Item Name	Unit Cost	Amount
202.202	160	SY	REMOVING PAVEMENT SURFACE	\$ 5.00	\$ 800.00
203.20	202	CY	COMMON EXCAVATION	\$ 18.00	\$ 3,636.00
203.24	44	CY	COMMON BORROW	\$ 35.00	\$ 1,540.00
304.09	190	CY	AGGREGATE BASE COURSE-CRUSHED (TYPE A)	\$ 55.00	\$ 10,450.00
403.208	65	TON	HOT MIX ASPHALT 12.5mm HMA	\$ 140.00	\$ 9,051.78
403.209	32	TON	HOT MIX ASPHALT 9.5mm HMA	\$ 140.00	\$ 4,525.89
608.28	17	SF	CURB RAMP DETECTABLE WARNING FIELD (52 INCH LONG x 24 INCH WIDE)	\$ 80.00	\$ 1,360.00
609.31	670	LF	CURB TYPE 3	\$ 8.00	\$ 5,360.00
615.07	36	CY	LOAM	\$ 60.00	\$ 2,160.00
618.13	2	UNIT	SEEDING METHOD NUMBER 1	\$ 50.00	\$ 100.00
619.12	2	UNIT	MULCH	\$ 50.00	\$ 100.00
645.271	20	SF	REG WARN CONF RTE SIGNS TYPE 1	\$ 45.00	\$ 877.50
645.1061	2	EA	RELOCATE EXISTING SIGN ASSEMBLY AND POLE	\$ 400.00	\$ 800.00
SUBTOTAL (IDENTIFIED WORK):				\$	40,761.17
LANDSCAPE PLANTINGS (TREES)				\$	-
LIGHTING AND ELECTRICAL:				\$	60,000.00
MINOR ITEMS 15%				\$	6,114.18
IDENTIFIED WORK + MINOR ITEM ALLOWANCE				\$	106,875.34
ESTIMATED BASED ON % OF TOTAL CONTRACT COST					
Maintenance & Protection of Traffic				5.0%	\$ 5,343.77
Mobilization				7.0%	\$ 7,481.27
Construction Staking				1.0%	\$ 1,068.75
CONTRACT WORK:				\$	120,769.14
CONTINGENCY (as % of CONTRACT)				15%	\$ 18,115.37
CONTRACT, INCLUDING CONTINGENCIES AND INCIDENTALS				\$	138,884.51
ENGINEER'S OPINION OF TOTAL CONSTRUCTION COST TOTAL:				\$	139,000.00
				<i>Use for Budgeting</i>	

Discussion ensued.

At 5:35 P.M., Chairman Lone brought agenda item 7 forward.

7. Public Hearing at 5:30 P.M.

a. Proposed Select Board Remote Participation Policy

Chairman Lone opened the public hearing on the Proposed Select Board Remote Participation Policy at 5:34 P.M. There were no comments. Chairman Lone closed the public hearing at 5:36 P.M.

Chairman Lone returned to agenda item 6 and Mr. Zarba responded to several questions asked by the Board. Chairman Lone thanked Mr. Zarba for his presentation.

8. Action Items Following Public Hearing

a. Proposed Select Board Remote Participation Policy

Motion was made by Selectman McHatton to approve the proposed Select Board Remote Participation Policy; second from Selectman Tworog. 4 approve/0 oppose

9. New Business

a. Awards and Other Administrative Recommendations

1. Code Enforcement Office Violations

- a. 17 Elm Street
- b. 7 School Street

Vice-Chairman Zaidman has been in communication with the owner of 7 School Street and he has guaranteed that the building will be taken down within thirty days. Vice-Chairman Zaidman will share the contact telephone number so that she can obtain written documentation for the record file.

CEO Day noted that the owner of 17 Elm Street has not paid the \$2500 fine for a violation that has now been taken care of. **Motion** was made by Chairman Lone to direct the Code Enforcement Officer to pursue all legal remedies regarding payment of the fine by Richard Danis; second from Selectman McHatton.

4 approve/0 oppose

2. Recycling Committee Application from Maureen Harpell (tabled from 12/28/2021)

Maureen Harpell was in remote attendance. Chairman Sally Chappell supports this appointment to the Committee. **Motion** was made by Vice-Chairman Zaidman to appoint Maureen Harpell to the Recycling Committee; second from Selectman McHatton. 4 approve/0 oppose

3. Court Lease Discussion

Town Manager Peabody read the following response from the court system into the record:

"Thanks for being patient as I've worked through this internally. The Security, Facilities and Finance departments saw leadership changes in 2021 in addition to a new Chief Justice and State Court Administrator. Hopefully, 2022 will usher in a return to stability with these new driven and passionate leaders.

To contribute to the discussion at your meeting tomorrow (1/11), the Administrative Office of the Courts on behalf of the Maine Judicial Branch is proposing the following framework for an agreement to remain in the property at 3 Chase Street going forward:

Rate: Agree with Town proposal for \$57,411 initially with 3% annual increase.

Utilities: Agree to reimburse the Town for incurred utility costs (water, sewer, electricity, heating fuel) based on percentage of occupancy (Est. \$15k annually). Occupancy to be determined based on gross square footage to be provided by the Town as detailed in document "Court Lease Meeting Minutes 08.31.21". MJB proposes this be a quarterly reimbursement.

Janitorial: MJB will assume responsibility for janitorial services.

Lease Term: Continue in month-to-month status.

Chase Street Parking: Continue use of the 5 spaces on Chase Street as dictated by existing signage.

All remaining language existing lease provisions remain unchanged. MJB will continue to evaluate projects at 3 Chase Street for inclusion in future capital allocation.

Thanks for your consideration and we await your response."

Discussion ensued. **Motion** was made by Selectman McHatton to accept the agreed to terms and direct the Town Manager to sign the lease agreement after obtaining legal review; second from Vice-Chairman Zaidman. 4 approve/0 oppose

4. Senior Property Tax Relief

Vice-Chairman Zaidman provided a brief history of the Senior Property Tax Relief and noted that the Board must fund the program to move forward. He asked if the Board supports seeking voter consideration in June. The Board opted to add this item to the next agenda for additional discussion. **Motion** was made by Vice-Chairman Zaidman to set the age requirement to seventy with twenty years of residence; second from Selectman Tworog. 4 approve/0 oppose

Chairman Lone requested that each Board Member review the document and submit any questions to the Deputy Town Manager in advance of the next meeting. Selectman Tworog suggested making sure that taxes have been paid prior to issuing the benefit. The Board directed the Town Manager to gather additional information including financial options for consideration at their next meeting.

b. Permits/Documents Requiring Board Approval

1. Tax Abatements as Recommended by the Assessor's Agent

Assessor's Agent Denis Berube was remote attendance. **Motion** was made by Selectman McHatton to approve the recommended January 11, 2022 tax abatements totaling \$566.40; second from Selectman Tworog. 4 approve/0 oppose

2. Affidavit to Correct Local Government Record (2020 Tax Commitment)

Assessor's Agent Denis Berube reported that due to four homestead exemptions being incorrectly included in the commitment papers, an Affidavit to Correct Government Records and New commitment papers need to be signed. **Motion** was made by Vice-Chairman Zaidman to sign the Certificate of Commitment for 2020 Tax Year and Affidavit to Correct Local Government Record; second from Chairman Lone. 4 approve/0 oppose

3. Medical Marijuana Caregiver Retail Store License to Hoot Family Farm DBA OPUS

Owner of Hoot Family Farm dba Opus Robert Hoot was present. **Motion** was made by Vice-Chairman Zaidman for approval of the Medical Marijuana Caregiver Retail Store License to Hoot Family Farm dba Opus; second from Selectman Tworog. 4 approve/0 oppose

c. Selectmen's Concerns

- **Selectman McHatton** noted that the Board has a meeting scheduled for 4:00 P.M. tomorrow. Vice-Chairman Zaidman is not able to attend and Selectman Packard may not be available either. The Board re-scheduled the meeting to Tuesday, January 18, 2022 at 4:00 P.M.
- **Vice-Chairman Zaidman** reported that the Chamber of Commerce is selling the land and building and noted that the town originally donated that land to the Chamber. He suggested that if the Town donates land, that the town should have first refusal. He also suggested that the Chamber return some of their profit to the Town to which Selectman McHatton will discuss with the Chamber Director.
- **Selectman Tworog** had no concerns.
- **Selectman Lone** thanked the Public Works Department for doing a good job.

d. Town Manager's Report/Deputy Town Manager's Report

Town Manager Peabody read the following report into the record:

"Manager's Report, 01/11/22

General

A reminder that masks are no longer required at the Town Office, Town Hall, and Transfer Station for vaccinated individuals. Unvaccinated individuals are asked to wear a mask.

An important reminder that with winter weather upon us, it is important to keep your driveways and private roads cleared and sanded so that, if the need arises, emergency personnel can safely access your property.

Regarding weather events, please be aware that we post information on the Town's Facebook page and the Town's website. Additionally, all the local television channels are notified when the Town Office closes.

The Community Center will be open as a warming center the Tuesday to Friday, 9am-4pm 5pm.

Recreation Department

The Town Ice Rink is open 10am-6pm Monday-Thursday; 10am-8pm Friday and Saturday; and 10am-1pm Sunday. The schedule may be found on the Recreation page on the Town's website. Skating is free to the public and there are a limited number of skates which are also available free.

Summer Enrichment Program and Swim Lessons are now open for registration. Go to the Recreation Page on the Town's website to register."

10. Old Business

a. Wastewater Status Update

Town Manager Peabody provided a brief wastewater status update.

b. Discussion of Bridgton Memorial School

Chairman Lone would like to reach out to School Board Chair Janice Barter to schedule a meeting to discuss the Memorial School to which the Board supported. Discussion ensued regarding acceptable uses and a broader plan for the future of the Memorial School.

Town Manager Peabody reported the BRAG (Bridgton Recreation Advancement Group) would like to turn the fields over to the Town. The Board scheduled a workshop to meet with BRAG on Thursday, January 27, 2022 at 4:00 P.M.

c. Discussion of Pay-Per-Bag

This item was discussed earlier in the meeting under agenda item #5.

11. Treasurer's Warrants

Motion was made Selectman McHatton for approval of Treasurer's Warrants numbered 68 through 74; second from Vice-Chairman Zaidman. 5 approve/0 oppose

12. Public Comments on Non-Agenda Items

13. Dates for the Next Board of Selectmen's Meetings

~~January 12, 2022~~ January 18, 2022 Executive Session at 4:00 P.M.; January 25, 2022; January 27, 2022 Workshop with BRAG at 4:00 P.M.; February 8, 2022; February 22, 2022

14. Adjourn

Motion was made by Selectman McHatton to adjourn the meeting at 7:35 P.M. All in favor.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Board of Selectmen's Meeting Minutes
January 18, 2022; 4:00 P.M.

Board Members Present: Carmen E. Lone, Chairman; Glenn R. Zaidman, Vice-Chairman; Paul A. Tworog;
Robert J. McHatton, Sr.
G. Frederick Packard joined the meeting at 4:15 P.M.

Administration Present: Town Manager Robert A. Peabody, Jr.; Deputy Town Manager Georgiann Fleck;
Town Clerk Laurie Chadbourne

1. Call to Order

Chairman Lone called the meeting to order at 4:00 P.M.

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. Executive Session Per MRS Title 1, Section 405.6.A. for Personnel Matters

Motion was made by Vice-Chairman Zaidman to enter executive session at 4:01 P.M. per MRS Title 1, Section 405.6.A. for discussion of personnel matters; second from Selectman McHatton. 4 approve/0 oppose

Motion was made by Selectman Packard to exit executive session at 6:15 P.M.; second from Selectman McHatton. 5 approve/0 oppose

4. Adjourn

Chairman Lone adjourned the meeting at 6:15 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Laurie Chadbourne

From: Georgiann M Fleck
Sent: Thursday, January 6, 2022 3:28 PM
To: Laurie Chadbourne
Cc: Todd Perreault
Subject: FW: Meeting with Selectboard

Follow Up Flag: Follow up
Flag Status: Flagged

Laurie,
Please add this as an agenda item to the BOS meeting of Tuesday, January 25th. Thanks
Georgiann

From: Intern <interncd@bridgtonmaine.org>
Sent: Thursday, January 6, 2022 2:57 PM
To: Georgiann M Fleck <gmflex@bridgtonmaine.org>
Cc: Todd Perreault <ema@bridgtonmaine.org>
Subject: Meeting with Selectboard

Good afternoon,

We would like to request a workshop meeting with the Selectboard to go over the EOP, COOP, and the Sheltering Plans. This should be an hour to an hour & ½ meeting. The available dates that we have are January 28th, February 4th, February 11th, and February 18th. Todd will attend the January 25th meeting to try and confirm the date and time.

Thank you,
Madison Douglas
Bridgton EMA Intern

Laurie Chadbourne

From: Bridgton News <bnewsads@roadrunner.com>
Sent: Monday, January 10, 2022 10:29 AM
To: Laurie Chadbourne
Subject: Re: 2 Public Hearing Ads for Thursday Jan 13, 2022

Thanks Laurie, I will try to put the auto receipt back on so you will not have to ask. Had some email issues but finally fixed them. Eric

On Jan 10, 2022, at 8:42 AM, Laurie Chadbourne <lchadbourne@bridgtonmaine.org> wrote:

**Town of Bridgton
NOTICE OF PUBLIC HEARING**

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 5:30 P.M. on Tuesday, January 25, 2022 to accept oral and written comments on a new liquor license application from The Noble House Inn (81 Highland Road).

**Town of Bridgton
NOTICE OF PUBLIC HEARING**

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 5:30 P.M. on Tuesday, January 25, 2022 to accept oral and written comments on a new Special Amusement Permit Application from The Noble House Inn (81 Highland Road) for live music and entertainment.

Please advertise both ads on January 13, 2022.

Kindly confirm receipt.

Thank you,
Laurie L. Chadbourne
Town Clerk

Laurie L. Chadbourne, Town Clerk
Town of Bridgton
3 Chase Street, Suite 1
Bridgton, ME 04009
Voice (207) 647-8786 Fax (207) 647-8789
www.bridgtonmaine.org

TOWN OF BRIDGTON

MEMO

TO: Board of Selectmen
FROM: Laurie L. Chadbourne, Town Clerk
RE: Business Licenses
DATE: January 19, 2022

▪ **The Noble House Inn**

81 Highland Road

New Liquor License Application

☒ CEO ☒ Fire ☒ Police ☒ Town Clerk

▪ **The Noble House Inn**

81 Highland Road

Special Amusement Permit Application

☒ CEO ☒ Fire ☒ Police ☒ Town Clerk

Complete applications are on file at the Town Clerk's Office and available for Select Board review.

Town of Bridgton

Senior Tax Assistance Ordinance

Senior Property Tax Assistance

1.1 Purpose.

The purpose of this ordinance is to establish a program to provide property tax assistance to persons 70 years of age and over who reside in the Town of Bridgton. Under this program, the Town of Bridgton will provide refund payments to those individuals who maintain a homestead in the Town of Bridgton and meet the criteria established by this ordinance.

1.2 Definitions.

As used in this ordinance, the following terms shall have the meanings indicated:

BENEFIT BASE

Property taxes paid by a qualifying applicant during the tax year on the qualifying applicant's homestead or rent constituting property taxes paid by the resident individual during the tax year on a homestead.

HOMESTEAD

For purposes of this ordinance, "homestead" shall have the same meaning as defined in 36 M.R.S.A. § 5219-KK (1)(C). Generally, a homestead is a dwelling owned or rented by the person seeking tax assistance under this ordinance or held in a revocable living trust for the benefit of that person. The dwelling must be occupied by that person and that person's dependents as a home.

INCOME

Total household income as determined by the total (gross) income reported on the applicant's most recent federal income tax return (line 22 of Form 1040; line 15 of Form 1040A; line four of Form 1040EZ), plus the total (gross) income reported on the most recent federal income tax return of each additional member of the household if filing separately. If the applicant and/or any member of the household do not file a federal income tax return, income shall be the cumulative amount of all income received by the applicant and each additional member of the household from whatever source derived, including, but not limited to, the following items:

- A. Compensation for services, including wages, salaries, tips, fees, commissions, fringe benefits and similar items;
- B. Gross income derived from business;
- C. Gains derived from dealings in property (capital or other);
- D. Interest;
- E. Rents from real estate;
- F. Royalties;

- G. Dividends;
- H. Alimony and separate maintenance payments received;
- I. Annuities;
- J. Pensions;
- K. Income from discharge of indebtedness;
- L. Distributive share of partnership gross income;
- M. Income from an interest in an estate or trust;
- N. IRA distributions;
- O. Unemployment compensation; and
- P. Social security benefits.

QUALIFYING APPLICANT

A person who is determined by the Town Manager or his designee, after review of a complete application under § 1.4 of this ordinance, to be eligible for a refund payment under the terms of this ordinance.

RENT CONSTITUTING PROPERTY TAX

Fifteen percent of the gross rent actually paid in cash or its equivalent during the tax year solely for the right of occupancy of a homestead. For the purposes of this ordinance, "gross rent" means rent paid at arm's length solely for the right of occupancy of a homestead, exclusive of charges for any utilities, services, furniture, furnishings or personal property appliances furnished by the landlord as part of the rental agreement, whether or not expressly set out in the rental agreement.

1.3 Criteria for participation.

In order to participate in the property tax assistance program, an applicant shall demonstrate all of the following:

- A. The applicant shall be 70 years of age or more at the time of application.
- B. The applicant shall have a homestead in the Town of Bridgton at the time of the application and for the entire year prior to the date of application.
- C. The applicant has been a resident of the Town of Bridgton for at least 20 years immediately preceding the date of application for participation in the Program.
- D. The applicant shall meet the application and eligibility criteria set forth in §§1.4 and 1.5 of this ordinance.

1.4 Application and payment procedures.

- A. Persons seeking to participate in the property tax assistance program shall submit an application to the Town Manager no later than August 1 of the year for which the refund is requested. Applications are required for every year the applicant seeks to participate in this program. The application form for the program shall be made available upon request in the Town Manager's office and shall

include, at a minimum, the applicant's name, homestead address and contact information. Attached to all applications shall be proof of household income.

- B. Applicants shall also submit proof of property taxes paid or rent constituting property taxes paid during the tax year on the individual's homestead in the Town of Bridgton.
- C. The Town Manager shall review and determine if the application is complete and accurate and if the applicant is otherwise eligible to participate in the program. The Town Manager shall notify an applicant if an application is determined to be incomplete. The Town Manager's decision on eligibility to participate in the program shall be final.

1.5 Determination of eligibility and amount.

- A. Eligibility under this ordinance is designed to provide greater benefits proportionally to applicants with lower income in relation to their benefit base. Applicants with income greater than an amount equal to 90% of the current United States Department of Housing and Urban Development metropolitan area median family income shall not be eligible for benefits under this ordinance. Eligible applicants will receive a benefit totaling the amounts set forth in Subsection A (1) and (2) as follows, provided that the cumulative maximum benefit allowed shall be \$750:
 - (1) The total amount of any increase to the applicant's benefit base from the most recent tax year to the current tax year; and
 - (2) Benefits based on a calculation of the applicant's benefit base as a percentage of their income [(Benefit/Income) x 100 = Benefit base as percent of income.]
 - (a) If the benefit base as a percent of income is greater than 10%, the applicant will receive \$350;
 - (b) If the benefit base as a percent of income is 8% to 10% of income, the applicant will receive \$250;
 - (c) If the benefit base as a percent of income is 6% to 7% of income, the applicant will receive \$150;
 - (d) If the benefit base as a percent of income is 5% or less, the applicant will receive \$50.

1.6 Limitations on payments.

- A. The Town Manager shall report to the Board of Selectmen for its approval at its second meeting in August each year the projected payments and number of eligible applicants requesting assistance from the program fund.
- B. Payments under this ordinance shall be conditioned upon the existence of sufficient monies in the program fund for the year in which participation is sought. If there are not sufficient monies in the program fund to pay all qualifying applicants under this ordinance per the calculations set forth in § 1.5, payments shall be limited to the amounts available in the fund and may be prorated accordingly. In the event that a lack of funding results in no payment or less than the full payment to a qualifying applicant, the request and/or unpaid balance will not carry over to the next year.

1.7 Creation of program fund.

The program fund from which payments shall be made under the terms of this ordinance shall be created as follows:

- A. The Board of Selectmen, pursuant to the Town of Bridgton's Reserve Accounts Policy (approved 04/15/15 as amended), shall establish the Senior Property Tax Assistance Reserve.

B. An appropriation for funding the program shall appear as a Warrant Ordinance for approval at the Annual Town Meeting.

1.8 Timing of payments.

A person who qualifies for payment under this program shall be mailed a check for the benefit amount for which he/she is eligible under § 1.5 no later than 14 days from the date of Board of Selectmen approval of the applications for the year in which participation is sought.

1.9 One applicant per household.

Only one qualifying applicant per household shall be entitled to payment under this program each year. Eligibility shall be determined based on total household income. The right to file an application under this ordinance is personal to the applicant and does not survive the applicant's death, but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney in fact. If an applicant dies after having filed a timely complete application that results in a determination of qualification, the amount determined by the Town Manager shall be disbursed to another member of the household as determined by the Town Manager. If the applicant was the only member of a household, then no payment shall be made under this ordinance.

TOWN OF BRIDGTON

MEMO

TO: Board of Selectmen
FROM: Laurie L. Chadbourne, Town Clerk
RE: Business Licenses
DATE: January 19, 2022

▪ **The Noble House Inn**

81 Highland Road

Victualer's License Application

☒ CEO ☒ Fire ☒ Police ☒ Town Clerk

Complete applications are on file at the Town Clerk's Office and available for Select Board review.

CERTIFICATE OF COMMITMENT OF SEWER USER RATES
COMMITMENT #259

To: Robert A. Peabody, Jr., the Treasurer of the Municipality of Bridgton, Maine.

Attached is a true list of the sewer rates established by us pursuant to 30-M.R.S. § 3406 for those properties, units and structures on **Route 3**, required by local and State Law to pay a sewer rate to the municipality, for the **period beginning 1 October 2021 and ending 31 December 2021**. This list is comprised of 2 pages which are attached to this certificate.

The date on which the rates included in this list are **due and payable is 25 February, 2022**. You are hereby required to collect from each person named in the attached list, his or her respective amount as indicated in the list; **the sum-total being \$2,674.42**. You are hereby required to charge interest at a rate of 6.0% per annum on any unpaid account balance. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State Law.

Given under our hands this **25th day of January 2022**.

Glenn R. Zaidman

Carmen Lone

G. Frederick Packard

Paul Tworog

Robert McHatton, Sr.

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct	Name	Location
Book #	3								
*1	52700	53500	800	0.00	126.72	126.72	339	HARTIGAN, LISA M	1 KANSAS RD.
*2	13699	16385	2686	0.00	291.34	291.34	530	0024-0092B MCIVER PROPERTIES, LLC	295 MAIN ST.
*3	61100	62600	1500	0.00	151.15	151.15	534	0024-0102 PARA, LLC	292 MAIN ST.
*4	522400	525800	3400	0.00	513.86	513.86	535	0024-0034 PARA, LLC	292 MAIN ST.
*5	38600	40775	2175	0.00	471.11	471.11	536	0024-0034 N.R.E. GROUP, LLC	320 MAIN ST.
*6	4820	5360	540	0.00	117.65	117.65	547	0024-0046 MORSE, ELIZABETH	4 MEADOW ST.
*7	23240	23240	0	0.00	98.80	98.80	714	F. 0024-0014 NUMBERG, ANTHONY J	342 MAIN ST.
*8	94300	96000	1700	0.00	158.13	158.13	568	0024-0048 MERRILL, ANGELA M	366 MAIN ST.
*9	77800	78300	500	0.00	116.25	116.25	778	0024-0050 MERRILL, ANGELA M	366 MAIN ST.
*10	0	0	0	0.00	98.80	98.80	572	0024-0050 WARNER, JESSICA	1 GREEN ST.
*12	110600	110900	300	0.00	109.27	109.27	717	0024-0068 KIMBALL, DAN	3 PINE ST.
*13	97200	97600	400	0.00	112.76	112.76	718	0024-0022 MCLAUGHLIN, MICHAEL	3 PINE ST.
*14	90150	92605	2455	0.00	184.48	184.48	570	0024-0022 STUART, THOMAS J	377 MAIN ST.
*16	17745	18470	725	0.00	124.10	124.10	602	0024-0096 GRIGSBY, GREGORY	411 MAIN ST.
								B	
								0024-0094	
Book 3 Total:				0.00	2,674.42	2,674.42			
Total:				0.00	2,674.42	2,674.42			

Consumption Report

- - - - Sewer - - - -										
Book	SEWER	RESRV	EDU	4	5	6	7	8	9	Total
3	17,181	0	0	0	0	0	0	0	0	17,181
Total:	17,181	0	0	0	0	0	0	0	0	17,181

Calculation Summary Report

<u>Water</u>		<u>Sewer</u>	
Override	0.00	Override	0.00
Flat	0.00	Flat	0.00
Units	0.00	Units	2,074.80
Consumption	0.00	Consumption	599.62
Miscellaneous	0.00	Miscellaneous	0.00
Adjustments	0.00	Adjustments	0.00
Tax	0.00	Tax	0.00
Total	0.00	Total	2,674.42

User Category Summary

Category	<u>Water</u>	Cons	Amount	Category	<u>Sewer</u>	Cons	Amount
	Count				Count		
				1 SEWER METER	14	17181	2,674.42

TOWN OF BRIDGTON

MEMO

TO: Bob A. Peabody Jr., Town Manager
Bridgton Board of Selectmen
FROM: Georgiann M. Fleck, Deputy Town Manager
RE: Budget Review; Board of Selectmen
DATE: January 20, 2022

For consideration, attached please find a suggested schedule for the Board of Selectmen to begin review of the FY 2022/2023 proposed budget with the respective Department Heads and Outside Agencies. This is the same process and approximate dates the Board followed last year.

I have suggested Monday, February 28, 2022 and Tuesday, March 1, 2022 this year to allow additional time for review in order to get it on the Board's agenda for approval on Tuesday March 8, 2022.

Respectfully,
Georgiann

TOWN OF BRIDGTON
PROPOSED DEPARTMENTAL BUDGET REVIEWS
FY 2022/2023

Monday, February 28, 2022

Starting at 9:00 a.m.

Break for Lunch around Noon

071 – Recreation
018 - Town Hall
015 - Municipal Complex
051 - Public Works
052 - Town Garage
053 - Vehicle Maintenance
054 - Transfer Station
073 - Cemeteries
074 - Parks Department
076 - Pondicherry Park
294 - Capital Expense

014 - Community Development
013 - Code Enforcement
022 - Boards
017 - Town Clerk
012 – Assessing
016 - General Assistance

031 - Police Department
032 - Bridgton Fire Department
033 - Animal Control
034 - Civil Emergency
049 - Other Public Safety
035 - Health Officer

019 – Finance
291 - Insurances
292 - Employee Benefits

011 - Administration
029 - Other General Government

Tuesday, March 1, 2022

3:00p.m.

Review any outstanding departments
Additional Comments or Questions

4:00p.m.

072 - Bridgton Public Library
075 - Bridgton Community Center
293 - Outside Agency Services
299 - Other Town Wide
010 - Revenues